



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

April 22, 2015

Norah Innis  
3606 E. Douglas  
Apt. 106  
Des Moines, IA 50317

Dear Child Care Provider,

This letter is in regards to the April 3, 2015 compliance check of your Level A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

*At the time of today's spot check, you were in compliance with the number requirements for Category A. However, your billing/enrollment history for billing cycles in January, February, and March 2015 indicates multiple days where you have too many children present at one time. There were multiple days where 8-11 children were present for periods of up to 7 hours at a time. This is a violation and causes the environment to be potentially unsafe and hazardous for the children. I have included a form with this packet that specifies the rules for Category A and how many children you can care for at one time. (Please see the form included in this mailing.) You can have 6 pre-school age children at one time, all day, this number includes infants. Any child that has not started Kindergarten is considered pre-school age. For example, if you have a child who is 5 but is not in Kindergarten yet they count as a pre-school child instead of a school age child. Within the 6 pre-school/infant age children only 4 of them can be younger than 24 months and of this 4 only 3 can be 18 months or younger. In addition to the six pre-school/infant age children, you can have 2 additional school age children for 2 hour time periods. You cannot have 8 children present for more than 2 hours at a time. You cannot have part time children as a Category A provider. If you choose, you can have your 6 slots all filled by school agers or any combination of school age/pre-school/infant so long as you comply with the infant age requirements. For example, if you have 5 school age children and 1 pre schooler for spring break or summer vacation, these children can be there all day. It is only when you go over 6 that the 2 hour increments go into effect. You can never have more than 6 pre-school/infant age children there at one time, no exceptions.*

*You and I worked on a plan of your clients and the varying hours they keep. We discussed the importance of parents picking their children up and dropping them off on time so that you are not over numbers because they are overlapping schedules when they should not. Please be advised it is YOUR responsibility to enforce your numbers. You cannot allow parents to simply drop off their children when it has not been pre-planned or arranged. You cannot take drop in clients if it is going to cause you to be over your numbers. IF you need to let go of some children so that you are again in compliance with your numbers, you will need to do that. You will have two weeks from*

***the date of this letter (May 6, 2015) to notify parents of this change so they can make other daycare arrangements. Please also be sure that you are not watching too many children and not billing for it; operating a business this way would be a safety concern.***

***You also participated in a safety plan and agreed that you want to resolve the concern with being over capacity. You have agreed to make the necessary adjustments that will bring you back into compliance with the regulations.***

***Continued documentation showing over numbers capacity could result in revocation or an investigation for fraudulent billing if you are billing for children that you were not actually caring for.***

***Please know that your enrollment and billing can be easily checked at anytime. Random spot checks can occur at anytime as well.***

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

***Please refer to the packet of forms given to you at the time of your spot check. On page 29 there is a sheet you can use to record all the required numbers. Please make copies of this form to use as changes in your daycare may occur. You will need to hang this form in a visible and easily accessible location.***

☐ 110.5(1)b All medicines and poisonous, toxic, or otherwise unsafe materials are secured from access by a child.

***You will need to move the items in your bathroom to a higher location that is out of the children's reach or obtain a safety lock for the cabinet. You can purchase child safety devices at any Target, Walmart, Babies R Us, etc.***

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

***You will need to draw a map of your individual apartment and identify where you will go in the event of a flood, fire, or tornado. Please post these by your door. You can refer to page 12 of the packet of forms for a sample of what it should look like. If you need assistance with creating this map please contact Erin Bonnicksen at Child Care Resource and Referral (CCRR) at 515-246-3560.***

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

***Please be sure to also include written instructions on your map , directly below, or to the side. It helps people looking at the map to know where to go.***

☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor.

***You do have a fire extinguisher, but your current device is to small. Please check the classification when purchasing another extinguisher and make sure it is a 2A 10 BC or larger before purchase. The extinguisher, and likely the box, will say Classification: 2A 10 BC. If you are not sure seek help from a store associate. Extinguishers can be purchased at places such as Wal-Mart, Home Depot, Menards, etc.***

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

***You reported that you recently had a physical in January 2015. Please submit pages 24 and 25 of the packet to your doctor for completetion. These forms are good for 3 years. If your doctor gives you some print out from their office, this document is good for 2 years. Please keep this document on file in a individual folder labeled provider so it is easily accessible. You will also need a current physical on this form for anyone living in your home every three years. You can have a separate folder for household members and keep the physical in that folder.***

☐ 110.5(2)b During the first year of registration – 12 hours of approved training. At least six hours shall be in a group setting. Two of the twelve hours must be health and safety training. A specific training shall not be used to meet requirements more than one time every five years.

***Please contact Erin Bonnichsen at CCRR for assistance locating trainings. 515-246-3560. There are also some online class opportunities that can meet some of ther requirements, please see page 11. Note that the online courses typically come with a cost.***

☐ 110.5(2)b During the second year of registration and each succeeding year, twelve hours of approved training. At least six hours shall be in a group setting. If the provider has documentation of completing the ChildNet, PITC, or Beyond Business Basics series, these hours may be used to fulfill two year's training requirements, not including first aid and mandatory reporter training. A specific training shall not be used to meet requirements more than one time every five years.

☐ 110.5(4) The certificate of registration is displayed in a conspicuous place.

***Please hang up. You can put it in a frame that matches the décor of your home. I have included a certificate for your convenience in this mailing.***

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

***Each child in your care, even drop in children, will need their own individual file/folder/divider. Each child, even in a sibling group, needs a separate file/folder. This will help you keep your forms organized. I require that providers obtain all written documentation listed below prior to the child starting in care. Please note if you have children already attending you do not have to discontinue care, but be advised you must get any missing documentation from parents as soon as possible. You risk revocation if you do not have paperwork updated regularly as required. I suggest to update all current children in care on their birthday and at the time of school enrollment/start.***

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

***Use page 1 and 2 of the packet provided.***

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

***Use pages 1 and 2 of the packet.***

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

***Use page 3 of the packet. Please make sure parents sign.***

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

***Request that parents obtain a copy from their doctor and provide this to you for the file.***

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian.

***Request from parent.***

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

***Request from parent. You can use the document on page 4 of the packet. Provide this document to parents and have them get their child's doctor to sign and date. You will need to make copies if you want to continue to use this form.***

- ☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical.

***Request from parent. Can use page 4 of packet.***

- ☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

***See page 1.***

- ☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

***Request from parent. An immunization does not count as a physical, you will need to request both from the parents. Immunization records must be on the Iowa form and should be updated to you each time immunizations are updated for that particular child.***

- ☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since.

***Request from parent.***

- ☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

- ☐ 110.5(8)j Injury report forms to document injuries requiring first aid or medical care.

***See page 5 of the packet.***

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

x ☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is **NOT** necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.

Please sign and date below, and return this form in the provided envelope by: June 4, 2015.

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 515-993-1742 or [mcrawfo@dhs.state.ia.us](mailto:mcrawfo@dhs.state.ia.us) if you have any questions regarding this letter.

Sincerely,

*Melissa Crawford*  
Melissa Crawford  
Social Worker II

*C. Mark Chappelle*  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).